# The technology in this room supports local presentation and lecture capture with the  following equipment:

- Local computer (DVD/CD) with TrentNet, Internet (Trent login ID required)
- Crestron touch screen  control panel for AV control and content switching
- HDCP compliant display system
- Laptop adapter cables for VGA or HDMI input
- 1 Video projector and projection Screen
- Wireless microphone for Instructor
- Lecture Capture Video Recording System (Panopto)
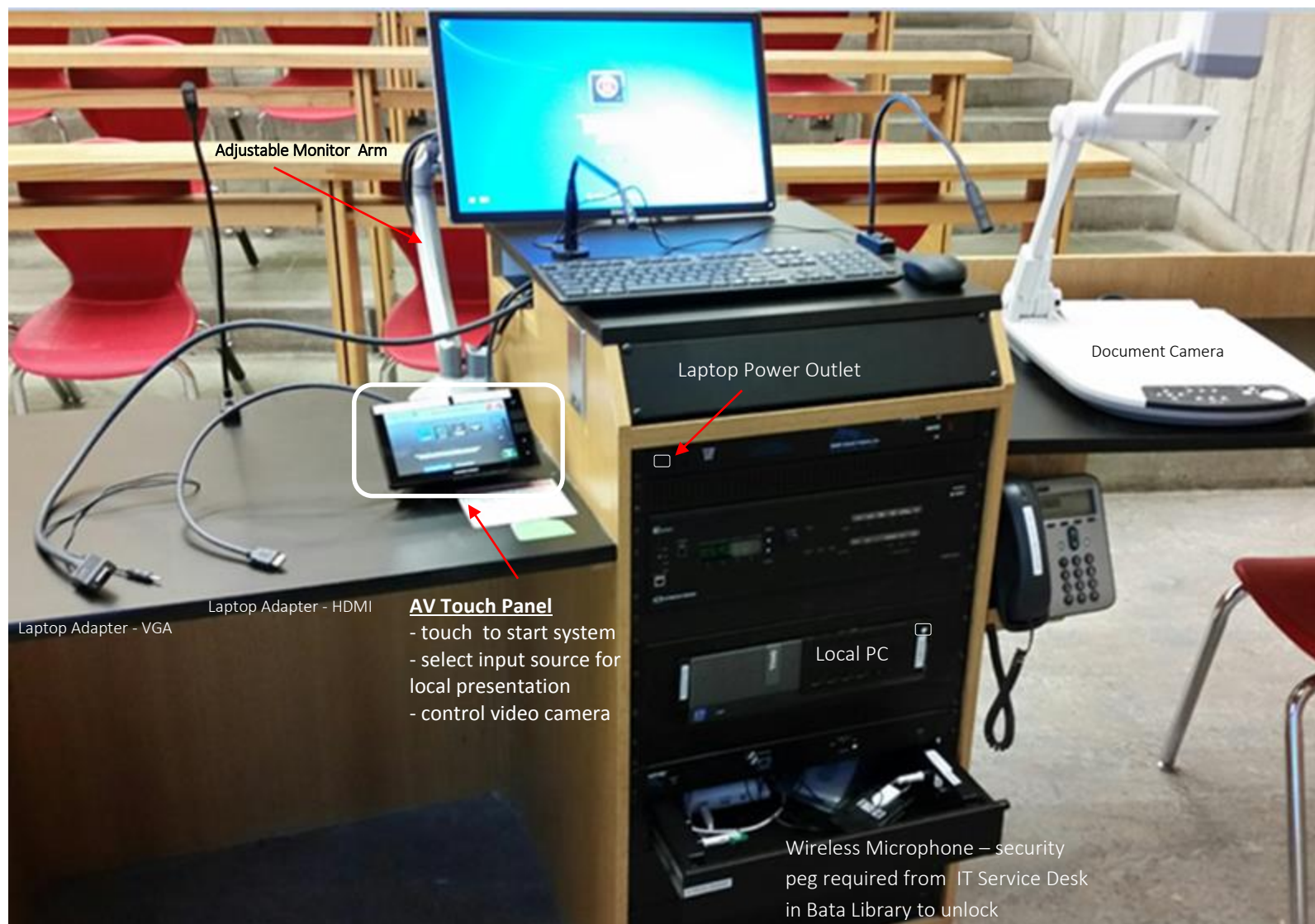- Document camera
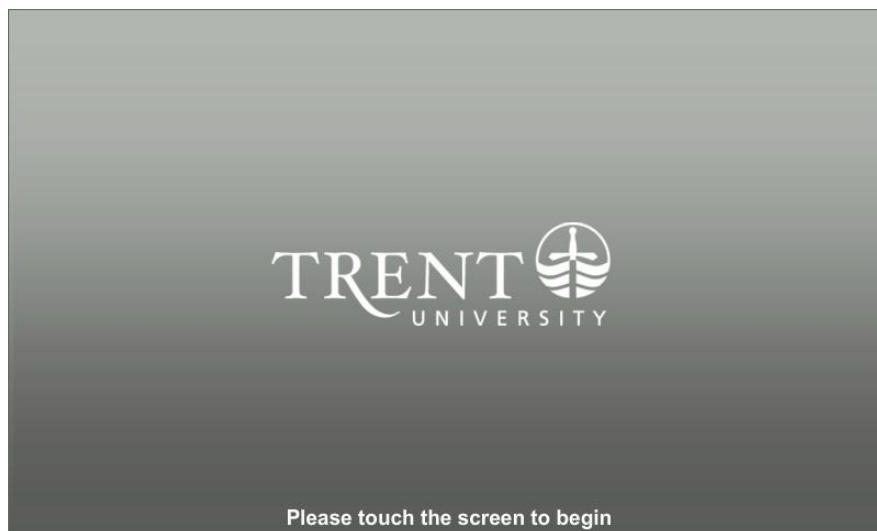- WiFi



Standing Presentation Setup

Sitting Presentation Setup

## Getting Started in the Room
Locate the AV touch (control) panel on the podium at the front of the room.
If the screen is blank, touch it anywhere to wake it up.



Adjustable Monitor Arm

Document Camera

Laptop Power Outlet

Laptop Adapter - HDMI

Laptop Adapter - VGA

**AV Touch Panel**
- touch to start system
- select input source for local presentation
- control video camera

Local PC

Wireless Microphone – security peg required from IT Service Desk in Bata Library to unlock

## Getting Started with the Touch Panel



If the panel is dark simply tap the surface to wake it up. This is the first screen you should see upon waking the panel. Touch again to bring up the main menu. The projector will come on and screen will lower.

To begin a **Local Presentation**, start below.

## Starting a Local Presentation
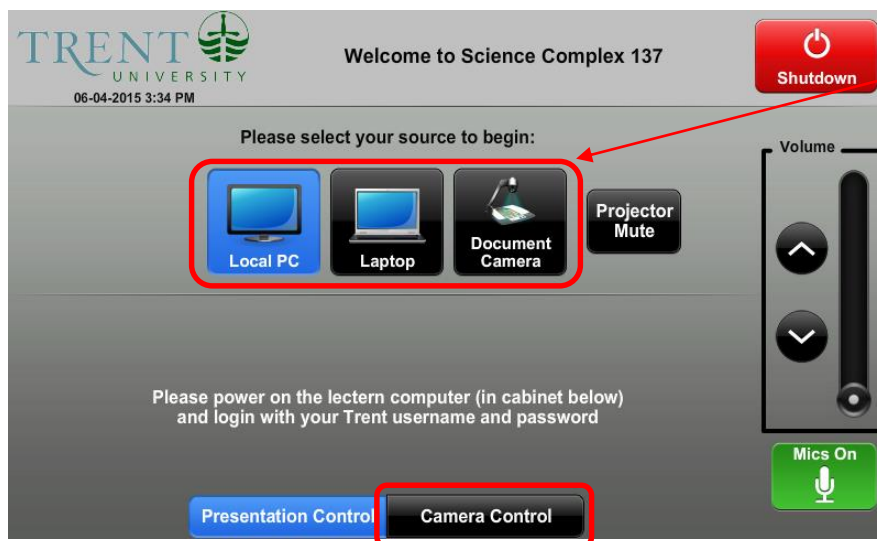


To begin using the room for a presentation, choose your desired source from the menu. This will project the image for the selected source. Power on Local PC in the podium rack if needed and login with your Trent username and password. Insert your USB memory stick if presenting from that device. Optionally, present from a personal laptop by connecting to one of the adapter cables on the podium. Switch from one input source to the other as desired.

To adjust volume during a local presentation, simply press the up or down arrow in the **Volume** box on the right of every screen. Tap **Mics On** or **Mics Off** to disable (mute) and enable the wireless microphone (note: button indicates **current** status of Mic)

Temporarily cancel video projection by tapping **Projector Mute**. Tap again to reenable.

To control the lecture capture video camera tap the **Camera Control** tab to access the controls.

When you are done your presentation, please be sure to turn off the system by using the **Shutdown** button in the upper right. Instructions for this button are on page 4.

# Camera Control for Lecture Capture
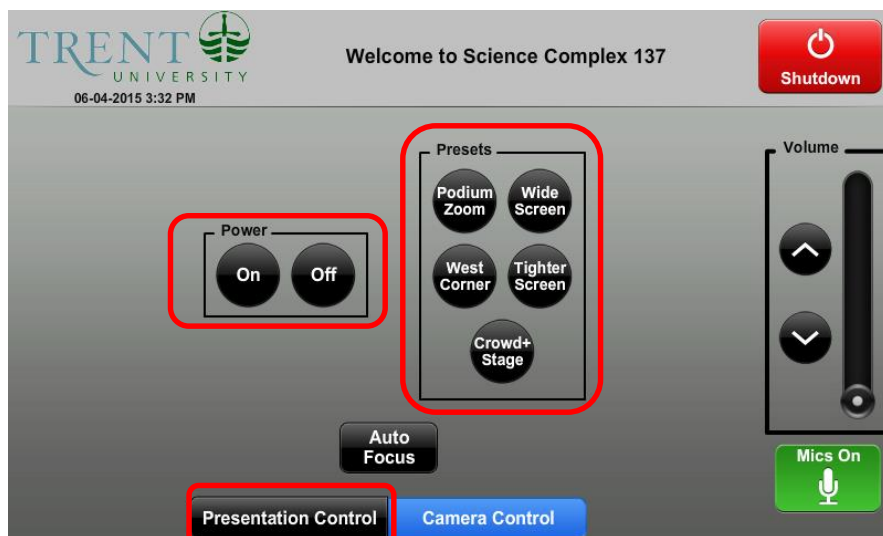


To start the video camera press **ON** under **Power.**

Login to the local PC and start the Panopto recording system. You can verify the camera focus by looking at the viewing frame under **Primary Source** on the left side of the Panopto window . Also, retrieve wireless microphone from podium storage drawer, switch ON beltpack and attach lapel mic to your shirt in the frontal chest area. (Note: a security peg is required to unlock the wireless microphone from the podium storage drawer. Pegs are available for loan from the I.T. Service Desk in Bata Library)

Select a camera **Preset** from the menu to suit your preference. **Podium Zoom** is recommended for a typical lecture scenario

Tap **Auto Focus** to reset camera to default focus if needed.

Tap the **Presentation Control** tab to return to the main sources menu

# Powering Off
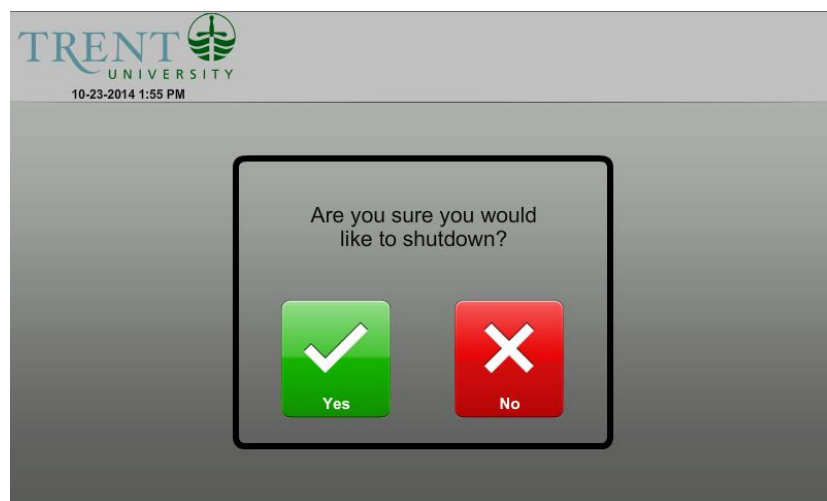


When you are finished using the equipment in the room, logoff the local PC and press the red **Shutdown** button on the touch panel found in the top right corner of every screen. You are presented with the option to cancel in case you accidentally pressed the Shutdown button. To continue with ending your session, press the green **Yes** button. To return to the previous screen, press the red **No** button.

**Also remember to:** turn off the document camera if used, remove personal USB memory sticks, disconnect laptop and re-secure the wireless microphone in the podium storage drawer if used.

System shutdown will turn off the projector and raise the screen automatically.